G. R. S. IX-5]

Previous references.

1891
~~191~~
(G.D)

File No. 1-91

Serial Nos. 1—2

Later references.

G.D.-1-1891 803-6

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1—2

Part B for August 1891

SUBJECT.

Instructions re. The manuscripts to be sent to Government Press for printing.

W D 88—GPB—50,000—24-7-16

Endorsed

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OFFICE OF THE
4362
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666
DEWAN OF MYS

(General Serial No. 30). 1891

From The Superintendent
(1) Mysore Govt. Press

To The Chief Secretary
to the Dewan of
Mysore.

Dated 4th
Despatched } August
Received

Enclosures No.

General No. 428
No.

Subject Circulars

Solicits that Heads
Departments may
instructed to send
all papers for the Press
written clearly and
on one side of the
paper only.

R. Narasimha Rao
4/8/91

Mr
Draft as noted
Initials

Drafted
Clerk
4/8/91

No. 408. Office of the Mysore Govt. Press,
Bangalore, 4th August 1891.

GOVERNMENT OF MYSORE

(1)

From

The Superintendent,
Mysore Govt. Press.

To

The Chief Secretary
to the Dewan of Mysore

Sir,

I have the honor to bring to your notice that the practice of sending papers to the Press written closely rough and on both sides of the paper has of late so much increased that almost all the papers received from the several Departments are of the same description, while it is common to have additions, interlineations &c. made in rough pencil. The rule which is followed in all well regulated Presses should be adopted in the Government Press, which has to execute more important work than Private Presses and this is that "Press Copy" should be prepared with the greatest care, neat, plain and written on one

side only. It is very inconvenient
especially in cases of urgent work,
to distribute copy to Compositors
many of whom being untaught
and theoritically ignorant of
the simplest rules of spelling
even short words, cannot com-
=pose from rough writing. With
rough copy it takes more time
to set up work and the Proof
Readers have their work doubled,
having to read and correct proof
over and over again, and proba-
=bly in many cases being unable
to decipher words themselves. All
this can, I submit, be remedied
if the papers sent to the Press are,
as they should be, written clearly
and on one side of the paper
only, according to the old,
recognized rule of Presses.

2. Under these circumstances,
I solicit that the Heads of Depart-
=ments may be instructed to

send

4

Send all papers for the Press, written clearly and on one side of the paper only. In the event of papers not being so furnished it will result in my having to return the same for fair copy

I have the honor to be,
Sir,
Your most obedient Servant

T. T. Leonard
Supt. Imprint Govt. Press.

1846

5

(2)

No. 5650-87 Dt. 10th August 91
Cir 209

Circular of 2nd instant

Order

To facilitate and expedite the work of printing at the Government Press, Heads of Departments are requested to have all matter intended for the Press written out neatly and clearly and only on one side of the paper. To prevent waste, the paper may be of the less valuable kinds than English Foolscap. The Superintendent of the Press will be justified in returning manuscripts which are illegibly written, or contain too many corrections to be easily read by Press Compositors and Readers.

Chief Secy.

Sd.

All Heads of Depts. for info. & guidance.

The Supdt. of Govt. Press for info.

10/8.

Dearest Please note
this & dont send papers
to Proos wh. are not s

Proceedings of the Government of His Highness the Maharaja of Mysore, (General),—dated 10th August 1891.

CIRCULAR OFFICIAL MEMORANDUM.

No. 5650-87—Cir. 209, dated 10th August 1891.

To facilitate and expedite the work of printing at the Government Press, Heads of Departments are requested to have all matter intended for the Press written out neatly and clearly and only on one side of the paper. To prevent waste, the paper may be of the less valuable kinds than English Foolscap. The Superintendent of the Press will be justified in returning manuscripts which are illegibly written, or contain too many corrections to be easily read by Press Compositors and Readers.

By Order,

T. Ananda Row

Chief Secretary.

To—All Heads of Departments for information and guidance.
The Superintendent of Government Press for information.

with 5 spare copy.
416 to Secy. P.W.D.
18-8-91

21 Copies for press.

GOVERNMENT OF MYSORE.

GENERAL.

PROCEEDINGS

Dated 10th August 1891.

No. 5650-
Cir. 2(

Instructing the Heads of Departments to have all matter intended for the Press written out neatly and clearly, and only on one side of the paper.

Mysore Govt. Central Press, Bangalore.—15-8-91.—120